Terms of Reference
Finance Intern

Position: Finance intern
Number of positions: 1
Duration: 3 months (23 May 2022 to 21 August 2022)
Duty station: SWACHCHHATA Project Office, Nepalgunj
Report to: Finance and Operation Manager
Vacancy code: 2022-04

Introduction
SNV USA is a not-for-profit organization with long-term presence in Asia, Africa and Latin America. SNV USA brings together a core team of solutions-oriented development professionals with expertise and experience across technical areas and geographies. SNV USA works across five focus areas: WASH, agriculture, natural resources management, youth, and governance. Since 2011, SNV USA has been contributing to WASH sector development through a combination of advisory services, knowledge brokering and advocacy, and developing capacities at national, regional, district, and Municipality/Rural Municipality (M/RM) levels to work at scale with quality. Our approach is grounded in private sector engagement and improved service delivery, while building local capacity through ongoing partnerships and relationships.

Background
SNV USA is currently implementing the USAID-funded Health and Hygiene Activity (HHA, 2016-2022 or Swachchhata in Nepal). Swachchhata is jointly implemented by SNV USA and Population Services International (PSI) with support from a Nepali private consulting firm engaged in community mobilization and construction supervision. The Activity targets seven districts – East Rukum in Lumbini Province and Dolpa, Jajarkot, Salyan, West Rukum, Surkhet and Dailekh in Karnali Province. Swachchhata's approach engages stakeholders across the spectrum of governance structures—from local community members and Health Facility (HF) staff to Rural Municipality/Municipality (RM/M), Ward, Provincial, and National government officials – to achieve its activity results.

Objective and Tasks
The major objective of this position is to support Swachchhata's Finance section in day-to-day accounting and administrative-related activities. The specific tasks of the intern will be:

- Under close supervision of the Finance & Operation Manager/Senior Finance Manager, support online E-TDS entries and Value Added Tax (VAT) bookings. After review by the Finance & Operation Manager/Senior Finance Manager, ensuring accuracy of documents and E-TDS in the system, the intern will further process the VAT claim and deposit/report the tax to the Inland Revenue Department (IRD).
- Collect cost share documents from Swachchhata's district offices as per the checklist provided by the Senior Finance Manager. When submitted cost share documents are sent electronically, print all the documents, and maintain a proper filling system. Verify the cost share backup documents together with the Senior Finance Manager and promptly input the updated costs share data in the specified format in the Swachchhata data system.
- Support documentation, filing, folders, and administrative data management in both hard and soft copies.
• Support scanning/filling out payment vouchers and settlement documents for further review and approval. Once the Finance & Operation Manager approves, record transactions in the account software, including if payments have been made.
• Follow-up, collect and review labor payment documents submitted from each HFOMC via District Coordinators. Swachchhata's Finance & Operation Manager will cross verify and ensure the documents before payment is made to them.
• Submit summary task accomplishment reports on a monthly basis to the Finance & Operation Manager.
• Perform other tasks as assigned by the Finance & Operation Manager and Senior Finance Manager.

Qualifications and competency required:

• Bachelor's degree in accounting / finance
• Proficient in MS Office package, Outlook, and the internet.
• Ability to take initiatives, work independently and meet deadlines
• Good knowledge of the English language, both written and oral.
• Good communication skills

Fees: There will be a monthly NPR 25,000 stipend.

Travel/DSA: DSA and travel costs will be provided as per the organization rules for travel to the field.

SNV USA has adopted a new trade name and is doing business as DevWorks International. To apply, interested Nepalese nationals should submit a cover letter and CV by 10 May 2022 to: mchaudhary@devworks.org stating the proper Vacancy Code 2022-04 in the email subject line. Women, minorities and people with disabilities are strongly encouraged to apply.